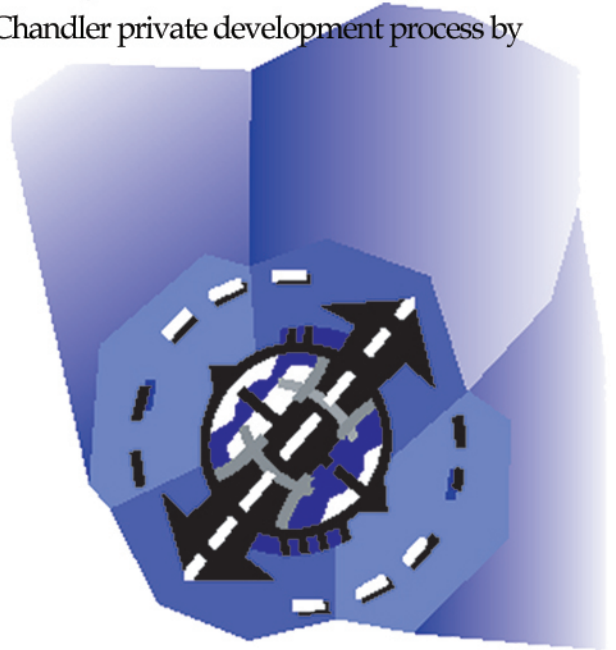


How can the Development Project Administrator help with my project?

The Development Project Administrator (DPA) position is one of the key features the City of Chandler has instituted in its continuing effort to improve the private development process. The Development Project Administrators are charged with assisting the developer/owner, design professional and contractor as their commercial, industrial or residential projects progress from concept to reality. The Development Project Administrator's role is to serve as: Contact Point, Information Resource, Liaison and Facilitator to the client. The assigned DPA can effectively help you navigate the City of Chandler private development process by tailoring their services to meet the specific needs of your project.

Developer/Owner/ Project Manager

- ✓ Single point of contact
- ✓ Development process guide
- ✓ Facilitator for big picture issues
- ✓ Facilitate technical issue resolution
- ✓ Proactive problem solver
- ✓ Project update



The Development Project Administrator is a city employee who serves as a single point of contact for the developer/owner and the project manager. Through the DPA contact, the client can access the vast network of city staff that is available to support the project. The Development Project Administrator is capable of providing information about all aspects of the development process including project status updates. The DPA also serves as a liaison and works on behalf of city staff and the client to resolve problems before they become obstacles.

Design Team (Architect/Engineer)

- ✓ Development process guide
- ✓ Liaison to technical staff
- ✓ Facilitate technical issue resolution

The Development Project Administrator can be a valuable asset to the design team. Plan review is the most challenging and tedious part of the development process. With the help of a DPA, this important aspect of the process can be successfully navigated. While the Development Project Administrator cannot waive city code or regulatory requirements, they can work with the design team and technical city staff to uncover choices, options and creative solutions, which may be beneficial to the project.

Open communication is critical to successfully completing the plan review process. The DPA is the conduit that facilitates this two-way information flow. The Development Project Administrator is charged with ensuring the review staff is kept informed of critical project-associated decisions and issues.

Contractor

- ✓ Facilitate inspection issue resolution
- ✓ Facilitate project occupancy issue resolution

The Development Project Administrator is assigned to a project from concept to reality. A close working relationship between a DPA and a contractor can result in completing a project on time. Occupancy is the end product of every project. The DPA can facilitate the occupancy process by working closely with the contractor and resolving problems that may pose a setback.